

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED FEBRUARY 2004**  
**RANGE: 56.0**  
**TECHNICAL/SPECIALIST SERVICES SERIES**  
**CLASSIFIED – OVERTIME EXEMPT**  
**CODE: 2,6,8**

**CSIS PROJECT MANAGER**  
**(California School Information Services)**

**DEFINITION**

Provide project management for the CSIS Program and its multiple project awards;

supervise administrative operations and support staff;

assist Chief Operations Officer and other Program managers in strategic planning based on project management evaluations.

**EXAMPLES OF DUTIES**

Define, develop and coordinate project management tools and practices to ensure timely and successful outcomes to CSIS projects;

provide oversight of CSIS LEA funds distribution and contract administration;

implement and maintain program level management practices such as project scheduling and tracking, project coordination and reporting, risk analysis reporting, and program communications to CSIS Chief Operations Officer and key stakeholders;

manage and process CSIS Project Awards, Requests for Information (RFI), and Requests for Proposal (RFP), including processing and documentation;

act as liaison to local educational agencies (LEA), California Department of Education, CSIS Advisory Group (CAG), and KCSOS Business Services Division, as well as other outside agencies and associations on project management activities;

implement and maintain CSIS Program Documents Library, and provide timely and accurate reporting to outside oversight entities;

supervise internal support staff in all aspects of administrative duties and responsibilities;

assist Chief Operations Officer and CSIS managers as needed on administrative procedures;

**QUALIFICATIONS**

Knowledge of:

Considerable knowledge of project management issues and concepts;

Ability to:

Proven ability to coordinate multiple project areas and entities;

work with organization and flexible teams;

build and manage constructive relationships with all stakeholders;

show proven record of operations and support staff management;

perform excellent written and verbal communication skills.

Experience:

Minimum of three years management experience in project and staff operations.

Education:

Graduation from an accredited four-year college or university with a major in business, communications or related field desired.

Project Management Professional (PMI) certification preferred.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

**This position is overtime exempt and has a probationary period of one year.**

ST:rw

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